



## District Grant Report Instructions

### Rotary District 5790

For the Rotary year 2013-2014

#### Preparing and submitting a District Grant report

- Step 1: Collect and review Individual Project Report forms for each project. Please note that all sections of the Individual Project Report form must be completed. For club projects, the certifying signature must be provided by a member of the club.
- Step 2: If necessary, follow up with project contacts to complete missing report information or to address eligibility issues. Please refer to the DG Eligibility Guidelines.
- Step 3: Complete the District Grant Summary Report including the list of individual projects (pages 2-3 of this document).
- Step 4: Submit District Grant Summary Report with accompanying information listed below) and Individual Project Reports to the District Audit/Review Committee (Note: Individual Project Reports must be accompanied by a District Grant Summary Report. Do not send Individual Project Reports separately.)

#### Please note the following required from the clubs:

- \_\_\_\_ A completed final report with all necessary signatures and form dated.
- \_\_\_\_ A detailed listing of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)
- \_\_\_\_ A copy of cancelled checks and bank statement showing payment.
- \_\_\_\_ A copy of all invoices with appropriate dates.
- \_\_\_\_ Proof of payment must accompany all receipts, and the Rotary club is to be the payer on all checks written.
- \_\_\_\_ In the instance of checks being written to other non-profit organizations, a letter from that organization stating the amount, date of gift, and purpose for which the funds will be used.
- \_\_\_\_ Scholarship monies cannot be written to individual students. The monies must be issued to the college or institution of higher education. Documentation showing that the student is enrolled is required.
- \_\_\_\_ Invoices that are not marked paid, with check number, dated and signed are not document of funds spent.
- \_\_\_\_ No project is to benefit any Rotary club or Rotarian
- \_\_\_\_ The club shall have a procedure for retaining documentation of all grant information



# District Grant Summary Report

## Rotary District 5790

For the Rotary Year 2015-2016

### Grant Information (to be completed by the District Rotary Foundation Committee Chair)

District Simplified Grant Number: P-674 Sponsoring District: 5790  
 Final report

Provide an account of lessons learned by implementing this grant, and how the lessons learned will improve future grant-funded projects.

1. We should increase the funds requested & allocated in order to serve more children who need coats, jackets, and School uniforms.
2. Ensure at least one Member is trained in Grants process at all times

How has your district been impacted as a result of this DSG? Check all that apply.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Involvement of Rotarians in our District in humanitarian grants has increased. | <input type="checkbox"/> Our District's international Rotary networks have been strengthened.                              |
| <input type="checkbox"/> Annual giving in our District has increased.  | <input type="checkbox"/> Club membership in our District has increased.  |
| <input checked="" type="checkbox"/> Our District's awareness of the needs in our community has increased.          | <input type="checkbox"/> Participation in a District Simplified Grant has not changed our District in any significant way. |

Given your experience, please provide any suggestions you believe would improve DSGs.

It works well as currently operated

### Financial Summary

Currency Used: <u>US</u>	Exchange Rate: <u>1.00</u>	= 1 USD
	Currency	Amount
DSG funds received	US	\$1200.00
Interest earned on DSG funds	US	0
DSG funds distributed to individual projects	US	\$1200.00
DSG funds remaining in the district account	US	0

### Important notes Checklist

- Per Trustee policy, a district bank statement must be included with this report that clearly shows all district deposits and withdrawals related to the District Grant.
- Include copies of all district checks written to clubs
- For final reports, if there is less than US\$200 remaining, please spend it on eligible items. If there is more than \$200 remaining, it must be returned to the district.

### Certifying Signature

On behalf of the District Rotary Foundation Committee, I certify that these District Simplified Grant funds were spent in accordance with the [Terms and Conditions of District Simplified Grants Award and Acceptance](#).

Current District Rotary Foundation Committee Chair Name: John Paul Lucas  
 Current DRFC Chair Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**List of Individual Projects** (to be completed by the District Rotary Foundation Committee Chair)

With each report to the Foundation, provide a summary of the grant funds distributed to individual projects and spent on project-related expenditures. Please ensure that the funds spent correlate directly to the attached Individual Project Reports.

#	Rotary Club	Project Description	DG Funds Distributed	DG Funds Spent	Individual Project Report Attached (Y/N)
1.	Kennedale Rotary	Coats for Kids	\$1200.00	\$1200.00	Y
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
<b>TOTAL</b>					

# District Grant-Final Report Form 2015-16

( File Online- <http://www.matchinggrants.org/district>)

District Grant # P-674

Individual Project Report # 1

To be completed by Rotarians. Return this form to your District.

Rotary Club: Kennedale Rotary Club

Project Title: Coats for Kids

Progress Report  Final Report

## Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

On December 12, 2014, volunteers from the Kennedale Rotary, Kennedale Fire Department (KFD), and Kennedale Independent School District (KISD) assembled and delivered Christmas packages for disadvantaged KISD students who would otherwise have few if any Christmas presents. The packages were comprised of two distinct types of items: (1) new toys from civic organizations and the community at large and (2) new school uniforms, sweaters and coats provided by the Kennedale Rotary's annual *Coats for Kids* project. One half of the purchases by the Kennedale Rotary were made possible through the Rotary District 5790 Grants.

2. How many Rotarians participated in the project? 16

3. What did they do? Please give at least two examples.

- a. Rotarians helped to purchase the coats, jackets, and school uniforms.
- b. Rotarians played a key role in packaging the items as Christmas gifts, as well as in distributing them.

4. How many non-Rotarians benefited from this project? 250

5. What are the expected long-term community impacts of the project?

Kennedale is a relatively small town with few large industries. The Rotary Coats for Kids project is a "Force Multiplier", that enables the community to provide assistance to the less fortunate on a scale much larger than would normally be within the means of a town this size.

Joining with the Kennedale Fire Department and other civic minded individuals & organizations to provide practical items, as well as Christmas Cheer to children, The Coats for Kids project adds greatly to the image of Kennedale as a welcoming community that values all of its citizens.

6. If a cooperating organization was involved, what was its role?

This project is truly a community effort. Not only does the Kennedale Rotary Club support this effort by providing the aforementioned resources and community support to help meet the needs of the Angels and seniors, but the Kennedale Fire Department plays an enormous role in facilitating the Angel Tree designations and deliveries through the local schools. Other community organization including the Kennedale Chamber of Commerce and the Kennedale Independent School District also provide support to this project by gathering in-kind items and raising cash donations, and volunteers just to name a few. This project would not be possible without the collaborative effort of all these organizations doing their part.

**Financial Report** (District must retain receipts of all expenditures)

7. Income	Amount
1. District Grant funds received from the District	\$1200.00
2. Other funding (specify) Club Charitable Project Allocation	\$1200.00
3.	
<b>Total Project Income</b>	<b>\$2400.00</b>

8. Expenditures (please be specific and add lines as needed)	
Purchase of Coats, Jackets, and School Uniforms	\$2400.00
<b>Total Project Expenditures</b>	<b>\$2400.00</b>

9. By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district.

Certifying Signature



Date: March 19, 2015

Print name, Rotary title, and club

Jack Dalrymple,  
Past President  
Kennedale Rotary Club